



# ARIZONA FIRE & MEDICAL AUTHORITY GOVERNING BOARD REGULAR MEETING MINUTES

Tuesday, May 26, 2020

## MINUTES

### 1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Board Chairman Wilson called the meeting to order on Tuesday, May 26, 2020, at 10:10 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke, Division Chief Kane Nixon, Division Chief Rob Helie, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and Smitty Smith; South County Fire & Medical District Board Members Diane Price, Bill Becker, and Leonard Leach

Media Present: None

### 2. CALL TO THE PUBLIC

There was no response to the Call to the Public.

### 3. FINANCIAL SUMMARIES AND AUDIT REPORTS

A. Arizona Fire & Medical Authority Financial Reports for April 2020 – Diane Goke, Finance Manager.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for April 2020 and answered any questions from Board Members.

In response to an inquiry, Ms. Goke confirmed that beginning in Fiscal Year 2020-21, the

financial reports will include a column with the previous years totals for comparison value.

In response to an inquiry relating to COVID-19 costs, Rob Biscoe, Fire Chief stated that other than COVID-19 spending has been frozen across the Authority. At this point in time, costs related to COVID-19 have been steady, however costs related to employee time off for COVID related illnesses and the necessary overtime to cover shifts is still closely being monitored. The Authority has realized some salary savings as there is still a vacant Assistant Chief position as well as four Emergency Medical Technician positions.

**4. CONSENT AGENDA**

- A. Approve Monthly Financial Report for April 2020.
- B. Approve Board Meeting Minutes – April 28, 2020.

**Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda, including the April 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

**5. CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division and Planning/Support Services Division (Including Training/Health & Wellness and Community Risk Management) – Arizona Fire & Medical Authority Current Event Summaries for April 2020 – Deputy Chief Rob Helie

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency Services Division and Planning/Support Services Division Event Summary for April 2020 and answered any questions from Board Members.

Deputy Chief Helie stated that command staff are participating on regional operation boards where regional partners can discuss call volume, contingency plans and policies, and share best practices. So far this spring has proven itself to be a very busy fire season. The State has indicated that they do not have the resources (due to COVID-19) to assist local departments as they have been doing in the past.

Deputy Chief Helie stated that with the spending freeze due to COVID-19, the Training Division has been busy creating video trainings to enhance decontamination procedure trainings. A brief video clip of a decontamination sprayer training was presented to the

Governing Board.

B. Business Services Division (Including Administration and Human Resources Sections) – Arizona Fire & Medical Authority Current Event Summary for April 2020 – Assistant Chief Mary Dalton

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for April 2020 and answered any questions from Board Members. Assistant Chief Dalton reviewed the Division’s progress on the launch of Green Orbit, the Authority’s new intranet, Human Resources onboarding of new Emergency Medical Technicians, and the firefighter recruitment efforts.

Assistant Chief Dalton informed the Governing Board that through the efforts of the Finance Section, the Authority was awarded the Government Finance Officers’ Award (GFOA) for the Fiscal Year 2019-20 Financial Statements. Board Members congratulated Ms. Goke and her staff for their hard work and achievements.

In response to an inquiry, Assistant Chief Dalton confirmed that open enrollment for employee benefits is May 15 through May 31. Open Enrollment is being conducted through Green Orbit this year, and unless employees wish to make changes to their selections, there is no action required of them.

C. Arizona Fire & Medical Authority Chapter of the United Sun Cities Firefighters Association – International Association of Firefighters Local 3573 Updates.

Matt Burry, Local 3573 Representative, stated that he and his colleagues worked with AFMA Human Resources Staff on completing the semi-annual salary survey, and that they are still working through the Memorandum of Understanding negotiations.

Chairman Wilson expressed his appreciation to labor and all that they do for the communities they serve and wants to ensure they are aware of the Boards support for them.

D. Correspondence Review – Correspondence received or sent by the North County Fire & Medical District which would be of interest to the Governing Board will be reviewed by the Board Clerk.

There was no correspondence received.

**6. REGULAR BUSINESS**

A. Discussion and Appointment of new Governance & Legislative Committee member.

Chairman Wilson noted that the current AFMA Bylaws allow for the appointment to Committee’s to be made by the Chairman, and that no motion and vote is necessary.

Chairman Wilson announced the appointment of North County Fire & Medical District Board Member Tony Sambol to serve on the AFMA Governance & Legislative

Committee.

B. Discussion relating to the COVID-19 Pandemic.

Kane Nixon, Division Chief – Planning, presented the Governing Board with an update on the COVID-19 Pandemic, including national statistics, Arizona statistics, heat map of cases by zip code, testing numbers versus positive results, testing blitz by State of Arizona, and case numbers versus hospital capacity. Division Chief Nixon explained an increase in cases of almost double within a one-month time frame.

Division Chief Nixon continued by providing the Governing Board an update on AFMA specific statistics, including call volume and positive cases by zip code. Chief Nixon explained a drop in overall call volume and stated that that could be attributed to fear of people calling 9-1-1 and then transported to the hospital, drop in population during summer months, and the fact that many people are staying home and are typically being less active. Messaging is increasing to encourage people to continue to dial 9-1-1 should they need emergency help.

In response to an inquiry relating to the drop in call volume, Chief Biscoe stated that Staff will look into the causes for the drop, however it is something that is being seen across the Country.

Division Chief Nixon stated that the Emergency Operations Center is still up and running out of the Administration building. Phase I of the AFMA reopening plan is set to begin June 15, however it is important to note that all emergency services provided to the community prior to the pandemic have continued, where the Authority scaled back is in the Community Risk Management and Public Education Division as well as the Administration.

In response to an inquiry relating to crew fatigue, Deputy Chief Helie stated that Staff does anticipate a very busy couple of months for the fire crews, Battalion Chiefs are rotating crews assigned to long brush fires so that workload is kept manageable. Since the State does not have the resources to assist this year, a more defensible position is being taken on wildfires.

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Pandemic Emergency Expenditures and answered any questions from Board Members. Ms. Goke noted that currently expenditures are remaining steady, but that Staff is watching closely the impacts of employee illness and the required overtime in covering shifts.

C. Discussion and Possible Action relating to the Federal Emergency Management Agency’ (FEMA) Assistance to Firefighter’s Grant – COVID-19 Supplemental Program and the Fire Prevention and Safety Grant opportunities.

Assistant Chief Dalton stated that the Authority submitted a grant on May 15, 2020 to the FEMA for the Assistance to Firefighters Grant – COVID 19 Supplemental Program (AFG-S) in the amount of \$60,016.46. This grant request included reimbursement for

personal protective equipment (PPE) supplies (eye protection, isolation gowns, gloves, footwear covers, respirators, and surgical type masks) used in response to COVID-19, for immediate use, and for future use capabilities. The cost share for this grant is approximately \$5,500.

In addition, the FEMA Fire Prevention & Safety Grant opportunity closes on May 29, 2020. The Authority is seeking grant funds under the high priority of Wildfire Risk Reduction Education and Awareness Programs. The focus will be on fire severity, digital signage for FS106 and FS341, static wildfire severity signage located at eight entrances, and education and awareness literature for public safety fairs and in schools (incorporated with the FirePal program) using the “Fire is Everyone’s Fight” campaign preferred by FEMA. The amount requested is currently estimated to be approximately \$50,000. There is a 10% cost share requirement with this grant.

**I move that the Arizona Fire & Medical Authority Governing Board ratify submission of the FEMA AFG Grant for the COVID-19 Supplemental Program and the submission of the FEMA Fire Prevention and Safety Grant.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

D. Discussion and Possible Action relating to the approval of Fiscal Year 2020-21 Capital Improvement Plan (CIP).

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Capital Improvement Plan (CIP) since the Governing Boards Joint Budget Workshop on May 19, 2020. Assistant Chief Dalton noted this document is a 15-year plan which is reviewed annually, the costs for all items listed in the CIP are estimates and that Governing Board approval must be sought before any item is purchased.

**Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2020-21 Capital Improvement Plan. Board Member Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

E. Discussion and Possible Action relating to approval of Fiscal Year 2020-21 Tentative Budget & Operational Plan.

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Budget & Operational Plan since the Governing Boards Joint Budget Workshop on May

19, 2020. Assistant Chief Dalton noted that the tentative budget adoption sets the maximum tax levy, once approved the total budget cannot be increased. Dollars can be moved around within the budget, or the total budget can be decreased. Following approval, the tentative budget will be posted for 20 days. The final budget approval is done by public hearing and has been set for June 23, 2020.

Assistant Chief Dalton reviewed and explained the bi-annual salary survey results with and answered any questions from Board Members.

Board Member Bookie expressed agreement with the move to a banded salary structure to assist the Authority in anticipating future expenditures.

**Board Member Gueltzow moved that the Arizona Fire & Medical Authority Governing Board approve the Fiscal Year 2020-21 Tentative Budget & Operational Plan. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

F. Discussion and Possible Action relating to adoption of Resolution No. AF20-0526-1 authorizing the execution and delivery of a Placement Agent Agreement.

**Board Chairman Wilson moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-0526-1 authorizing the execution and delivery of a Placement Agent Agreement. Board Member Crawford seconded the motion.**

No further discussion. Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

G. Discussion and Possible Action relating to the Ambulance Membership Program.

Deputy Chief Helie stated that when the Governing Board approved the Ambulance Membership Program, a waiver period was put in place that allowed the Fire Chief to waive an Authority ambulance receivable for a resident if that resident agreed to sign up for the Ambulance Membership Program. This waiver period is set to expire as of July 1, 2020.

Due to the inability of the Staff to advertise the Ambulance Membership Program sufficiently and the uncertainty of the COVID-19 situation, Staff is bringing this waiver period to the Governing Board for further consideration.

Discussion ensues among the Board Members relating to the waiver period and if the waiver period should be extended and if so, for how long.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board authorize the Fire Chief to waive an Authority ambulance transport receivable owed by an Authority resident if said resident enrolls in the Authority’s Ambulance Membership Program, through June 30, 2021. Board Clerk Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

**7. SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There were no suggested items.

**8. ADJOURNMENT**

The meeting adjourned at 11:45 a.m.

*Dawn Miller*

Dawn Miller (Jun 23, 2020 22:13 PDT)

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Dawn Miller, Board Clerk

# May 26 2020 Minutes

Final Audit Report

2020-06-24

Created:	2020-06-23
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